



JOB DESCRIPTION

JOB TITLE: SENIOR EXECUTIVE ASSISTANT

REPORTING TO: Michelle Wright, Chief Executive

JOB PURPOSE: The role provides critical support to the Chair and Chief Executive and the Senior Management Team at *Cause4* and undertakes administrative functions to ensure that the business development, operational and office management are carried out effectively and efficiently.

SALARY: Competitive

BENEFITS:

- Contributory personal stakeholder pension scheme after six month's service
- Death in Service cover of four times salary
- Income protection policy
- 20 days holiday each year plus bank holidays

ABOUT CAUSE4

Cause4 was set up in May 2009 to support charities, social enterprises and philanthropists in development and fundraising across the *charity, arts, sports and education* sectors.

Cause4 works flexibly to support the immediate, short or long-term needs of organisations in development and fundraising where there is synergy and shared values and where challenge and innovation will be welcomed.

Cause4 is also working with individual philanthropists, sports people and artists in the set up of charitable foundations and in supporting philanthropic giving. Additionally we train and mentor existing fundraising teams and develop graduates new to fundraising through our *Entrepreneurship* programme.

ROLE CONTEXT

Cause4 is a fast-growing SME. Since May 2013 we have made a number of Senior Staff appointments and from 1 August 2013 Sir Thomas Hughes-Hallett will assume the post of Chair. We will also move into a new office in Artillery Passage EC1.

This office-based post therefore provides crucial support to the organisation to ensure the effective operations of the CEO office and the business at a time of high growth.

NB we envisage the role having some administrative/finance support to develop its capacity.

Principal Responsibilities

Executive assistance

- Arranging Board of Directors and management meetings (including client meetings) and minuting where required
- Day-to-day management of the Chief Executive's diary and meeting schedule and liaison with the Chair's diary
- Liaising with clients and philanthropists at a high-level on behalf of the Chair and Chief Executive
- Setting up Business Planning meetings and coordinating all meetings in support of team efficiency; working with the Chief Executive and Head of Business Planning to ensure the team meets business planning targets
- Liaising across major client contracts to ensure efficiency of delivery, i.e. the Arts Fundraising and Philanthropy Programme

- Providing direct support for the Senior Management team as required, particularly in meeting business planning targets
- Maintaining all HR records, staff contracts, appraisal and training records
- Supporting the Chair and Chief Executive to prepare information for presentations, media interviews etc
- Updating the CEO on key organisational issues when she is out of the office

Client management

- Preparing client project proposals and other new business proposals
- Undertaking client work as required to meet the needs of the business
- Preparing and managing client contracts/agreements
- Supporting Heads of Department in coordinating pipeline and work-flow
- Developing effective systems with the CEO and Head of Business Planning to ensure the smooth operations of the business
- Proactively managing all client project management systems and evaluation
- Taking a coordinating overview of all office systems to ensure their effective running and development, e.g. HiRise, The Cloud etc.

Business monitoring

- Administration of the on-line time-recording and invoicing system (Harvest)
- Being a key point of contact with *Cause4* accounts and auditors to provide information required
- Undertaking ad hoc analyses of billable and non-billable time records
- Maintaining contingency fee records
- Preparing weekly and monthly business billing updates in conjunction with the Head of Business Development (NB in conjunction with admin support)
- Preparing draft client invoices (NB in conjunction with admin support)
- Credit control: monitoring unpaid invoices and initial client contact (NB in conjunction with admin support)

Staff management

- Scheduling regular personal review, appraisal and mentoring meetings
- Co-ordination of employees' payroll administration data for outsourced accountancy provider
- Maintenance of employee holiday and sick leave records
- Co-ordination of updates of the Staff Handbook and other policies
- Developing the team training function and holding records of staff development
- Undertaking key HR duties, including drafting of employment contracts in liaison with the Head of Business Planning

Business planning and project management

- Supporting the Chief Executive and Head of Business Planning with all management meetings in relation to Business Plan development
- Undertaking key streams of work in relation to Business Plan development
- Undertaking project management work as required by the business

General office support

- Coordinating the effective management of *Cause4* day to day operations in its new building
- Representing *Cause4* with other occupants of Artillery Passage regarding office management and facilities provision
- Liaising with landlord on matters concerning building maintenance, facilities and utilities
- Co-ordinating the filing and update of business documentation held in hardcopy and electronically (on 'the cloud')
- Co-ordinating submission of expense claims and recording of supplier invoices
- Managing office stationery and supplies
- Liaising with other service providers, including IT as required

Person Specification – Senior Executive Assistant

Knowledge, Skills and Experience Required

- Experience of working at Executive Assistant level with senior management and senior level clients, preferably at Board level
- Ability to manage complex and highly confidential information
- Comfortable working autonomously and across multiple tasks and reporting into different project working teams and staff members
- IT literate with some experience of working in a team in a small charity or company
- Numerate with the ability to present and analyse data
- Knowledge of advanced MS office applications, including Word, Excel and Outlook
- Excellent social skills, able to operate with diplomacy, tact and empathy
- A high degree of personal organisation and self-management
- Comfortable when working to tight deadlines, and able to turn work around within a short time span where demands are liable to change at short notice;
- Ability to think proactively and laterally to maximise opportunities to promote the work of the organisation
- A strong interest in the work of charities and/or social enterprises
- A general understanding of external and economic trends affecting the sector in which *Cause4* works

To apply, please send a CV and covering letter by email to sarah.dundas@cause4.co.uk by 5pm on Thursday 22nd August 2013.